



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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**FISCAL YEAR 2015  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #32**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Marla J. Moss, Director  
Office of School Support Services

**DATE:** July 23, 2015

**SUBJECT: New Household Income Eligibility Guidelines, Statements,  
Instructions and Participant/Parent/Guardian Letters**

The purpose of this memorandum is to provide the necessary forms and instructions to assist in determining a participant's eligibility for Category A (Free) or Category B (Reduced) meal reimbursement for the period beginning July 1, 2015, through June 30, 2016.

The format for the Income Eligibility Guidelines is new this year. Five frequency of income schedules (annual, monthly, twice per month, every two weeks, and weekly) are listed for Category A (Free) and Category B (Reduced). Individuals and families with incomes higher than Category B (Reduced) levels must be classified as Category C (Paid).

**When determining a participant's eligibility, centers are now required to annualize all household income if there is more than one frequency of income received within one household (for example, one family member is paid monthly and another every two weeks). The Household Income Eligibility Statement (HIES) has been revised accordingly.**

The Participant Enrollment Form is also attached for your convenience. Enrollment information must be collected or updated annually for all participants. Enrollment data, however, is not required in the Child and Adult Care Food Program (CACFP) for At-Risk Afterschool programs or for emergency shelters.

Read all information and instructions related to the CACFP HIES. Implement according to the instructions. Failure to do so may result in the loss of reimbursement. Provide a copy of this memorandum in its entirety to all staff who determine eligibility.

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Updated forms are attached and are also available at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Forms and Instructions, Independent Centers and Sponsors of Centers. For questions, contact the CACFP office at 517-373-7391.

Attachments:

[Income Eligibility Guidelines - July 1, 2015 to June 30, 2016](#)

[Participant Enrollment Form](#)

[Household Income Eligibility Statement \(Child Care Institutions\)](#)

[Household Income Eligibility Statement \(Adult Day Services\)](#)

[Instructions for Parents/Participants/Guardians – Household Income Eligibility Statement \(Child Care Institutions\)](#)

[Instructions for Participants/Guardians – Household Income Eligibility Statement \(Adult Day Services\)](#)

[Instructions for Child Care Institutions – Household Income Eligibility Statement](#)

[Instructions for Institutions - Adult Day Services – Household Income Eligibility Statement](#)

[Parent Guardian Letter – Child Care Institutions](#)

[Parent Guardian Letter – Child Care Institutions \(Pricing Program\)](#)

[Participant/Guardian Letter – Adult Day Services](#)

[Participant/Guardian Letter – Adult Day Services \(Pricing Program\)](#)